

Chief, Supply Division
Office of Logistics

28 October 1960

Chief, Records Management Staff, Management Staff

Procurement of Portable Desk Trays

1. It is requested that 500 box type, portable, metal construction, mahogany enamel finish, desk trays, Stock # 7/7520-005-6132, be ordered on a priority basis.
2. The last order PO-55-4545, Contract No. XI 1491 will have a copy of the drawings and specifications attached. As there are no copies of the drawings and specifications available in this office, it is requested that copies be made from the previous order and attached to this order.
3. We contacted Acme Visible Records, Inc., who assured us that they still have the dies from the last order. To save money and expedite delivery, it is requested that this order be placed with the Acme Visible Records, Inc.
4. Please advise Acme Visible Records, Inc., that we will accept partial shipments of these trays in lots of 50 so that we may fill our immediate pressing backorder requirements.
5. It is requested that a copy of the Purchase Order be forwarded to this Office and that [redacted] of my Staff be notified on receipt of the first shipment.

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Distribution:

Orig & 1 - addressee
1 - [redacted]
1 - RMS

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*Total Boxes Ordered
for Agency since
first developed (incl.
ending early September)
1960*